

HIGHLIGHT REPORT

April 2020



Project:	Wolston Neighbourhood Development Plan (NDP)		
Author:	Tim Willis	Date:	05.05.20

Reporting Period:	01.04.20	30.04.20
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Project Manager's assessment of the overall current status of the Project:

Status:	<ul style="list-style-type: none">• Locality.gov.uk confirm that any Neighbourhood Plan Referendums are postponed until 6 May 2021 due to impact of Covid-19• Co-ordination Group (CG) and Steering Group (SG) meetings taking place via video-conferencing, e.g. Zoom, in line with government guidelines re: public gatherings• Work on update of Plan continuing in line with Avon Planning Service (APS) review of Plan• Formal presentation of Draft Plan to Wolston Parish Council (PC) tbc• 6 May 2021 target for Plan Referendum
WORK	

Budget Status:	AMBER	<ul style="list-style-type: none">• 2019/20 Grant spend in line with allocation• Approx. £1000 underspend of PC Grant
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Resource Status:	AMBER	<ul style="list-style-type: none">• CG members continuing to provide interim cover for WG leads• Ongoing requirement for further additional volunteer resources in build up to Referendum on 6 May 2021
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Stages / Phases completed in this reporting period:	<p>SG meeting of 28th April March 2020 focused on impact of Covid-19, e.g. confirmed delay to Referendum as per Locality.gov.uk guidance, meeting structure during 'lockdown', i.e. virtual meetings until further notice, and updates, e.g. APS review of draft Plan and timelines for updated version.</p> <p>Working Group (WG) headlines:</p> <p>a). Support ("backroom") Groups</p> <p>i). Finance</p> <ul style="list-style-type: none">• WG lead (as CG member) continuing to provide interim cover to Comms WG• Full spend of 2019/20 Grant confirmed• £1000 underspend of Wolston Parish Council 2019/20 funding confirmed• £2000 budget for 2020/21 from Wolston Parish Council (PC) in place <p>ii). Communication and Engagement</p> <ul style="list-style-type: none">• Pin Map exercise to show the village community any proposals for (Housing) on hold until further notice, i.e. post 'lockdown'• Interim cover for WG lead being provided by CG• Log of correspondence in place• Analysis of results of 9th November Consultation event to follow
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	<p>iii). Co-ordination Group (CG)</p> <ul style="list-style-type: none">• CG meeting of 7th April focused on review of draft Plan received from Maps and timelines for updates, i.e. updated draft to be considered at next CG meeting prior to further presentation to SG. This should see draft Plan presented to PC and RBC during summer 2020, notwithstanding impact of Covid-19 pandemic.• CG maintaining support function to SG, e.g. advising on strategic direction and relevant policies in line with APS feedback as appropriate <p>b). Neighbourhood Plan Working Groups</p> <p>i). Economy and Infrastructure</p> <ul style="list-style-type: none">• Draft Plan being updated in line with APS review• Updates to be reviewed by CG on 12 May• Updated Plan scheduled to be presented to SG on 26 May <p>ii). Housing</p> <ul style="list-style-type: none">• Draft Plan being updated in line with APS review• Updates to be reviewed by CG on 12 May• Updated Plan scheduled to be presented to SG on 26 May• Additional work on Housing policies and explanations progressed by APS• Final Site Assessments following Call for Sites completed (tbc) <p>iii). Environment (Natural and Built)</p> <ul style="list-style-type: none">• Draft Plan being updated in line with APS review• Updates to be reviewed by CG on 12 May• Updated Plan scheduled to be presented to SG on 26 May <p>iv). Community, Sports and Leisure</p> <ul style="list-style-type: none">• Draft Plan being updated in line with APS review• Updates to be reviewed by CG on 12 May• Updated Plan scheduled to be presented to SG on 26 May <p>v). Avon Planning Services (APS)</p> <ul style="list-style-type: none">• WG leads updating Plan in line with APS review prior to subsequent presentation to PC and RBC – timing tbc
Stages / Phases to be completed in the next reporting period:	<ul style="list-style-type: none">• CG meeting on 12th May 2020 via Zoom• SG meeting on 26th May 2020 via Zoom• CG/WG leads to continue updating Plan in line with APS review of draft version in preparation for presentation to RBC and Wolston PC at earliest opportunity (target date tbc by PM/CG)• Any final work on suite of LGS and Call for Sites Assessments and any additional sites following 9th November Consultation event (with support from APS as required)• Assessment of any outstanding LGS or sites submitted to Call for Sites to be completed• Project Timetable to be updated in line APS feedback on draft plan

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Progress against Project Timetable (current version (22 September 2019 update)):

- Project Timetable to be further refined following:
 - a). Impact of Covid-19 crisis, e.g. earliest Referendum date
 - b). Confirmation of CG timeline for updating Plan and subsequent presentation target dates for PC and RBC
 - c). Impact of Outline Planning Application submitted for LGS1 site, e.g. determination
 - d). Analysis of results following 9th November Consultation event
 - e). Completion of LGS/Call for Sites Assessments

Potential issues and suggestions for their resolution or prevention:

Contingency – Communicable Disease Control Incident: Covid-19

In the context of a prolonged or serious communicable disease control incident e.g. large/enduring outbreak or pandemic as per Covid-19, it is likely that there may be significant volunteer resource shortages, which will also be reflected in partner organisations, e.g. RBC. In the current situation, the NDP team is continuing with Business as Usual (BAU) in line with government guidelines.

1. Maintaining Working Group Resources/Membership:

Action: a). WG leads to explore widening membership on an ongoing basis, b). WG leads to identify skills shortage within individual groups and seek to address gaps via recruitment drive, c). PM to identify or assume support role(s) on a temporary basis as required, e.g. APS, d). in the event sufficient resources are not in place, SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.

2. Programme slippage/stall due to external/internal factors such as volunteer resources shortage, additional consultation requirements, unsuccessful funding bids:

Action: a). PM to alert SG and PC to any delays, b). PM to work with affected WG lead and record/progress mitigations via Action Plan, c). PM to report delays to PC via monthly meetings d). PC to put NDP 'on hold' until updated programme confirmed, e) abort NDP.

3. Finance, e.g. approval for spend of Grant funding not forthcoming:

Action: a). SG and/or PC to confirm if/where funding is 'essential' or 'desirable'. b). SG and/or PC to seek alternative external funding streams, e.g. amended submission to Locality, Rugby Borough Council (RBC) for alternative grant funding, c). SG to submit further funding bid to PC. d). PC to put NDP 'on hold' until future funding confirmed, e) abort NDP.

4. Maintaining Steering Group Resources/Membership:

Action: a). Chair of SG to re-allocate tasks as appropriate, b). PM to assume role(s) on a temporary basis as required, inc. Acting Chair, c). SG to identify skills shortage within the group and seek to address gaps via recruitment drive, d). in the event sufficient resources are not in place, SG and/or PC to put NDP 'on hold' until additional resources confirmed, e) abort NDP.

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	<p>5. Conflict of interests, e.g. NDP used to drive personal agenda: Action: a). Raise as formal agenda item at either planned or additional SG meeting, b). report outcome of meeting to PC, c). SG/PC to maintain watching brief, d). PC to assume management of NDP SG and/or request change to SG membership.</p> <p>6. Required outcomes of Wolston PC and NDP SG are not aligned, e.g. potential development of any LGS sites included in the draft Plan: Action: a). Maintain robust reporting and discussion at monthly PC meetings via public forum and as formal agenda item, b) 'stand alone' meetings between PC and SG (and/or CG) to be diarised if/when appropriate, c). PC to assume management of NDP SG and/or request change to SG membership, d). put NDP 'on hold' until alignment achieved, e). abort NDP.</p>
Explanation of any difference between planned and actual events	PM has identified further potential slippage in the Wolston Plan being 'made' due to impact of Covid-19 crisis, e.g. delayed Referendum until 6 May 2021. Other factors may also impact, e.g. NDP/PC meetings and exchanges re: LG1 and R19/1411 (proposed development of Allotments) etc. Timetable will be further refined as new updates received, e.g. WGs progress on updated Plan in line with APS review.
Outcome of any actions required from previous reporting period	Nothing to report
Requests for approval to change agreed resource, timetable or scope	Nothing to report
Note of any other document(s) with the report	<ul style="list-style-type: none"> • Minutes of SG and CG reports distributed to PC ahead of its monthly meetings • Log of Correspondence • Draft PC minutes shared with NDP SG Chair and PM for information
	Highlight Reporting launched from January 2018, i.e. this is 'issue 28'

Key to Status:

GREEN	On track and any issues/exceptions can be handled by the Project Manager.
AMBER	Issues/exceptions that need resolution by either the Co-ordination and/or Steering Group
RED	Issues/exceptions that need escalation and resolution above either the Co-ordination and/or Steering Group, e.g. Parish Council, Borough Council etc.